



Dedicated Public Engagement and Public Relations Assistant

Position:

Dedicated Public Engagement and Public Relations Assistant

Experience:

One to three years providing PR services

Location:

Dallas, Texas

Compensation and Benefits

- Competitive salary based on experience
- PTO and paid holidays
- Auto and cell phone allowances
- 401K with matching
- Health, dental, vision and life insurance
- STD, LTD and AD&D

K Strategies is an award-winning marketing and public relations agency with a passion to help our clients engage and advance communities. We are known for our great company culture and we value smart, strategic thinkers who work hard and bring results. Our major clients include: the City of Dallas, Dallas Area Rapid Transit, Dallas/Fort Worth International Airport, Southwest Airlines and the Texas Department of Transportation.

We are looking for someone to:

- Assist in the development of public engagement and public relations campaigns
- Assist in creating unique and eye-catching marketing collateral
- Write public relations plans, communications materials, website content, press releases, speaking points, program reports, etc.
- Conduct research and create stakeholder databases
- Develop and conduct community stakeholder engagement and outreach
- Create digital and social media marketing content
- Special event planning for public meetings, outreach events, groundbreaking ceremonies and grand opening events

You'll be best suited for this position if you have the following skills and attributes:

- One to three years experience doing similar public relations work
- Bachelor's degree in communications, public relations, marketing or related field
- Excellent writing skills using AP style
- Great attention to detail and proof reading skills
- Experience creating and implementing successful digital and social media campaigns
- Experience using Adobe InDesign software
- Ability to multi-task and set priorities with tight timelines and high client expectations

Ready to apply?

1. Please send your resume to careers@kstrategies.com with job code **PEPRA1** in the subject line of the email.
2. Download our company employment application from the contact page on our website (www.kstrategies.com) and submit the application to careers@kstrategies.com.